# How to Load an Inspection Photo

|  |  |
| --- | --- |
| *acces* | This function is located under: **Inspections->Phots->Tab** |

## Description

This “HOW TO” manual describes the way to load an inspection photo.

## Steps

| **#** | **Description** |
| --- | --- |
| 1. | 1. To update an inspection, first select an Asset.

 |

|  |  |
| --- | --- |
| 2. | Click on the ***Inspections*** tab. |
| 3. | Select the inspection from the list. Please note inspections with the status = approved or inactive will be filteres out from the page list by default. You will have to unfilter to see those records. |

|  |  |
| --- | --- |
| 4. | Selet the the Photo tab. |
| 5 | Click Actions +Add |
| 6 | Choose a Photo from your computer. Click Save. |